Northern Virginia Community College (NOVA)

Work-Study Handbook

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Numerous work opportunities exist for NOVA students. In addition to Federal Work-Study (FWS), which requires financial need, and NVCC/International Work-Study, which is institutionally funded, students are hired by various departments across campus as Student-Hires and as part-time help termed P-14's. Student-Hires and P-14's are hired by the departments, not by the Financial Aid Office. Inquire with your Campus Student Services Center or within individual academic areas for additional information on Student-Hire and P-14 employment. Other off-campus employment opportunities are also advertised through NOVA's Career Services website.

The College Financial Aid Office manages the Federal Work-Study and the NVCC/International Work-Study programs only. The information in this document applies to these programs, though particularly to the Federal Work-Study program since approximately 95% of work-study positions at NOVA are Federal Work-Study positions. The basis for Federal Work-Study differs from that for NVCC/International Work-Study, but the paperwork, contact information and most policies apply to both programs. The NOVA Board provides a limited amount of funding from our institutional budget for NVCC/International Work-Study. If students do not qualify for Federal Work-Study but need and wish to work, they may request information about NVCC/International Work-Study from their Campus Work-Study Coordinator.

INTRODUCTION

Work-Study is a form of financial aid. Federal Work-Study and International Work-Study awards are provided to students based on financial need. The Work-Study (WS) program provides students the opportunity to pursue their studies, while also gaining work experience in a professional environment. Please note, a work-study award does not guarantee the student a work-study job placement. Also, a work-study award does not guarantee that the student will receive the total amount of the award. Students must earn their award through work. A student cannot earn more than the total amount of the work-study award during the period they were approved to work. It is the student's responsibility to both find and apply for available work-study positions.

A wide range of WS employment opportunities exist for NOVA students. Most jobs are offered by NOVA campuses, but some community service opportunities exist off campus, including positions with local elementary schools and non-profit organizations. NOVA recruits WS students every year to serve as reading tutors for young children as part of the America Reads program. Contact your Campus Work-Study Coordinator if you are interested these programs. The positions at elementary schools are ideal for students interested in the teaching profession or early childhood education.

Most work-study policies are listed on the second page of the work-study agreement (NVCC Form 125-175) and additional information is provided on the work-study website. It is of the utmost importance that students create a schedule with their supervisor that ensures that they do not earn more than their work-study award that was approved for the semester. Excess earnings may potentially be charged to the supervisor's department budget.

Work-study students are paid every two weeks by direct deposit as indicated on the Payroll Working Calendar (Frequency 41). Students should submit their timesheet in HCM at the end of each day they work. Instructions for submitting timesheets in HCM are available here. Students must also ensure that their supervisor approves their timesheet by 5pm on the date it is due in payroll according to the Payroll Working Calendar in order to be paid on time. Timesheets that are approved late will not be paid until the next pay date. Please note that pay dates are 2-3 weeks after the end of the pay period for which time is submitted. Hourly rates are noted on the Work-Study Agreement. Pay increases are only done in the fall semester after at least two full semesters of work-study employment. Students working with NOVA's non-profit partners earn a higher hourly rate.

I. GENERAL WORK-STUDY POLICIES

Before a student can start working each semester the student must:

- Complete the work-study agreement and the employment documents as noted on the work-study agreement.
- Enroll in at least 6 eligible credits for the semester they want to work (consortium, non-credit, and dual-enrollment courses do not count).
- Wait until the first day they were approved to work as indicated in the email sent by the College Work-Study Coordinator.
- The supervisor must receive an email from the College Work-Study Coordinator for the applicable semester that indicates the start date, the amount of the work-study award, and the number of hours the student may work that semester.
- If the student is being hired by the supervisor for the first time, the supervisor must receive a confirmation email from Human Resources indicating the student's employment was processed by HR. You may email dataops@nvcc.edu if this confirmation is not received within five business days after the College Work-Study Coordinator emails you to confirm that the student was approved by the Financial Aid Office.

Students must stop working when any of the following situations occur:

- Their enrollment drops below 6 eligible credits during the semester they were approved to work.
- They fail to meet the Satisfactory Academic Progress (SAP) requirements.
- They are notified by the supervisor or the Financial Aid Office that they must stop working.
- Students must stop working by the last day of final exams of the semester they were approved to work or sooner if notified by the College Work-Study Coordinator. The only exception to this rule is for students who were approved for a Fall & Spring work-study award (as shown on myNOVA); these students may continue working after the fall semester ends if they are registered for at least six eligible credits for the following spring semester and they continue to meet the SAP requirements after fall grades post. Note that any unearned portion of a fall semester work-study award can be earned during the spring semester if the student remains eligible, but a student is not allowed to earn more than their fall semester work-study award during the fall semester.
- Students are not allowed to earn more than their fall semester work-study awards during the fall semester. Any unearned portion of a Fall/Spring work-study award cannot be earned after the last day of spring final exams.
- A new work-study agreement (Form 125-175) must be completed and approved for the summer term in order for the student to work during the summer. The College Work-Study Coordinator will email the supervisor if a summer work-study agreement is approved.
- Unearned spring semester awards do not roll over to the summer and unearned summer semester awards do not roll over to the fall semester. A new work-study agreement must be submitted to request a work-study award each of these semesters.
- If a summer work-study student earns the full "Summer 1" work-study award before the end of June, the student must stop working at that point. Any unearned "Summer 1" work-study award and "Summer 2" work-study award can then be earned in July when students are allowed to resume working and throughout the rest of the summer semester until the last day of the summer work-study program.

A supervisor's department budget may be charged if:

- A student's earnings exceed the approved work-study award during the applicable semester. *Please keep track of earnings.*
- The supervisor allows a student to start working before the student is eligible to start working.
- The supervisor allows a student to continue working after the student is no longer eligible. Please see the requirements listed above.
- A student continues working after the student's Work-Study Agreement ends.
- The supervisor approves a timesheet after the current financial aid year has ended or after a student loses work-study eligibility and it is too late to charge earnings against the federal work-study budget.

General Policies:

- Work-study students are not allowed to work more than 20 hours per week. *No exceptions!!!* The work week is Friday to Thursday.
- A student cannot have any other paid position at NOVA while participating in the work-study program (including a P-14 position, student-hire position, faculty/staff position, a position funded by a stipend, or a special assignment).
- Data Ops should submit a request for manager self-service for supervisors who do not already have such access.
- Supervisors may email Benefits@nvcc.edu for assistance with getting time approved before they have access to HCM.
- All work must occur on NOVA premises or at official sites designated in writing by the College Financial Aid Office.
- Work hours cannot conflict with class time.
- Students may not work from home or in any other instance where they cannot be supervised.
- All work-study awards are contingent on the student's continued eligibility, funding, and approval by HR and the Financial Aid Office.
- Job-X should be used to hire new work-study students and to hire work-study students who are transferring from another department.
- Students should submit their hours in the HCM system at the end of each day they work to help ensure hours are accurately reported.
- If the supervisor approves time after the date due in the Payroll Office, then the student will not be paid until the next pay date.
- Employees who work at least six consecutive hours are to be provided an unpaid lunch break of 30 minutes, except in situations where shift coverage prevents such lunch breaks. Lunch breaks are not included in the count of hours worked per day. When employees are required to work during their lunch, that period shall be counted as time worked.
- Employees, at the supervisor's discretion, also may be granted a 10-15 minute break in the morning and in the afternoon outside of the 30-minute lunch break. The break period and the lunch period may not be used to compensate for late arrival or to permit early departure. Additionally, breaks may not be accumulated, nor may they be used to cover time off for other purposes.
- If a student stops working for any reason, the supervisor must immediately report this to the Campus Work-Study Coordinator and the supervisor must terminate the student if he or she will not resume working by the beginning of the next pay period. Supervisors must submit a 105-021 Form to terminate students. If there are issues submitting the form, the supervisor should reach out to employeerelations@nvcc.edu for assistance.
- It is the work-study supervisor's responsibility to submit the 105-021 Form on behalf of a work-study student to terminate the student whenever the student stops working with the supervisor for any reason. This includes when students lose eligibility for work-study during a semester and are notified to stop working, at the end of a semester when students have not been approved to work during the upcoming semester, when students resign or stop showing up for work, or if a supervisor decides to terminate a student after following the appropriate performance management protocol. **The only reason a 105-021 form should not be immediately submitted when a student stops working is if the supervisor has confirmed that the student will be accepting another assignment at NOVA or will regain eligibility to resume working by the beginning of the next pay period. In such cases, the supervisor must notify the College Work-Study Coordinator to explain why the 105-021 form is not being submitted.** If the supervisor is not sure if the student will accept another position at NOVA or if the student will regain work-study eligibility before the beginning of the next pay period (i.e. re-enrolling in at least six required credits or having a SAP appeal approved), then the supervisor must submit the 105-021 form to terminate the student.
- To convert a work-study student to a Student-Hire or P-14 employee, the supervisor must submit the 125-300 Form to the Campus Work-Study Coordinator if the student participated in the work-study program within the past 12 months. The Student-Hire Agreement and the 105-94 form are not used for this purpose. If the supervisor wishes to convert the work- study student to a P-14 on a permanent basis (as opposed to just a temporary basis due to less than half-time enrollment for the summer) then the supervisor also needs to complete an EWP in NATS and perform a competitive search. The supervisor should work with the HR Business Partner to permanently hire a P-14 in addition to submitting the 125-300 form. Additional information about converting a work-study student to a P-14 or a Student-Hire and vice versa is provided in Section VIII (Supervisor Responsibilities) below.

If you have questions or concerns regarding the Work-Study Program, please contact your Campus Work-Study Coordinator.

II. STUDENT ELIGIBILITY

To potentially be offered a work-study award, NOVA students must:

- Submit the Free Application for Federal Student Aid (FAFSA) for the current aid year,
- Submit any requested documentation including any items that may be listed on their myNOVA To Do List,
- Qualify for federal financial aid,
- Be enrolled in at least 6 eligible credits during the semester they want to work,
- Meet NOVA's requirements for Satisfactory Academic Progress Policy, and
- Have enough remaining financial need demonstrated throughtheir FAFSA, level of enrollment, and the other aid they have accepted for Federal Work-Study. There is no financial need requirement for NVCC Work-Study.

If students meet the requirements above and have not been offered a work-study award, they may contact their Campus Work-Study Coordinator to see if they are potentially eligible and to determine if funding is currently available. If their financial aid award shows enough unmet need (to be determined by the Financial Aid Office), a work-study award may be offered which gives the student the ability to start applying for work-study positions the following day on the Job-X website.

Students can check their award status by logging into their myNOVA account and clicking on the link "View Financial Aid." If a work-study award is not shown, they may follow up with their Campus Work-Study Coordinator to inquire about this. Within 24 hours after a work-study award is offered on a student's myNOVA account, the student will be granted access to start applying for work-study positions on the Job-X website. Supervisors will be notified when students submit an application for a job. If the supervisor would like to schedule an interview with the student, then the student will be contacted by the supervisor.

Please note that even if a student is offered a work-study award on their myNOVA there is no guarantee that the student will be approved to work or that funding will be available by the time the student submits employment documents to the Campus Work-Study Coordinator. Work-study placements are approved by the Financial Aid Office on a first-come, first-served basis according to when the Campus Work-Study Coordinator receives completed employment documents. Most placements for the fall semester are done in July, August and early September. We usually make some placements for the spring semester (based on turnover) in January and most placements for the summer semester are done in April. Note that preference for summer positions is given to students who have worked in the same position during the fall and spring semesters. Also, funding for the first half of the summer may be very limited.

III. JOB-X EMPLOYMENT WEBSITE

Students who have an offered work-study award can sign up for Job Mail to be notified of positions as they become available and apply for positions directly on the Job-X Employment Website. The steps for finding and applying for a position and signing up for Job Mail are listed below:

To Register for JobMail:

- By creating a profile, the job search can be tailored to each student. Profiles are created via the **"Sign up for JobMail"** link, after clicking on "**Work-Study Students**" on the "**Student Employment Home"** page**.**

- When relevant job opportunities are available, students will be notified through their NOVA email accounts if they have signed up for JobMail. The work-study website provides additional options to view all job postings.

To Apply for Positions on the Job-X Employment Website:

- Go to **https://nvcc.studentemployment.ngwebsolutions.com (Job-X Student Employment Website)**
- In the section below the picture click on **"Applicants and Employees"**.
- In this menu, select **"Find a Job".**
- Use the **"Quick Search"** or **"Advanced Search"** option in order to look for available work-study positions for the campus of your choice.
- Read the conditions and click "**I agree"** in order to proceed.
- You may apply for a position by clicking the link that reads **"Click here to apply for this job."**
- Each job must be applied for individually. When viewing a job of interest select "**Click here to apply for this job."**

After providing responses for all of the required fields, the student will be given an option to submit a resume.

- The information provided in a resume submission is the student's choice. It is recommended that any work history be included with your job application.
- The supervisor who posted the position will receive your application and then top applicants will be selected for interviews.
- If the supervisor would like to hire you then please follow the instructions below in the "Hiring Process" section for submitting the employment documents to the Campus Work-Study Coordinator.

The NOVA Student Training Presentation provides a tutorial for students using the Job-X Employment website and JobMail.

IV. HIRING PROCESS

1) The student must be eligible for work-study and have a work-study award posted on myNOVA. Students should contact their Campus Work-Study Coordinator if they think they're eligible, but have not been offered a work-study award.

2) Supervisors can re-hire former work-study students if they are still eligible or recruit new work-study students by posting positions on the Job-X website. Only students with work-study awards on myNOVA can submit an application on the Job-X website.

3) Supervisors interview work-study candidates and determine who they want to hire.

4) Supervisors complete Section B of the Work-Study Agreement (NVCC Form 125-175) with the student they want to hire. This form must then be submitted to the Campus Work-Study Coordinator. New work-study students who have not participated in the program within the last 12 months must also submit the work-study employment packet to their Campus Work-Study Coordinator. A new I-9 form is required when re-hiring a student if there has been more than a 30-day break in the student's employment. These forms are available from the Financial Aid Office. All employment forms should be submitted to the Campus Work-Study Coordinator.

5) The supervisor hires the student through Job-X if the student has not previously worked in the supervisor's office.

6) The Campus Work-Study Coordinator will review the employment documents, update placement records and forward the documents to the College Work-Study Coordinator.

7) The College Work-Study Coordinator will determine if the work-study award can be certified, update budget records and forward the employment documents to Human Resources.

8) The College Work-Study Coordinator will email the student, supervisor, and Campus Work-Study Coordinator to confirm if the student's work-study employment is approved by the College Financial Aid Office.

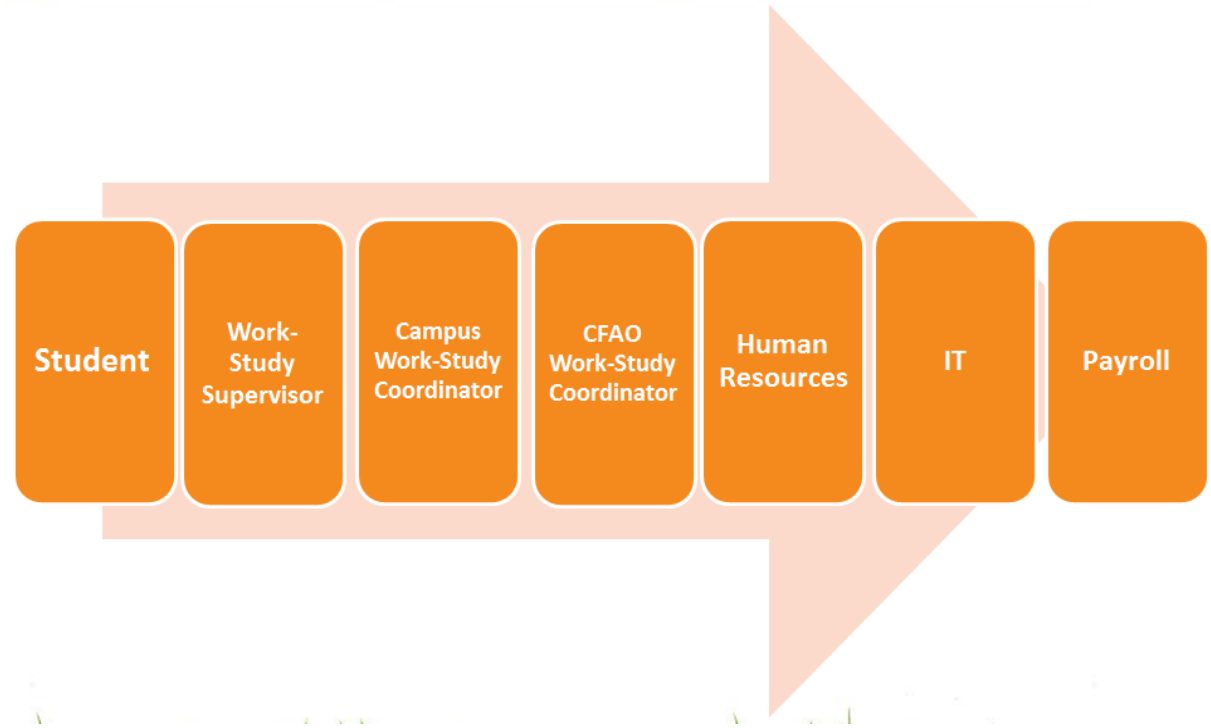
9) The student may then begin working as stated in the email confirmation from the College Work-Study Coordinator if the student remains enrolled in at least 6 eligible credits and if the student's employment is approved by Human Resources.

10) If the student's employment is approved by Human Resources, then the employment documents are sent to the Payroll Office and HR will email the supervisor to confirm that the student is approved to work. Supervisors should email dataops@nvcc.edu if they have not received an email from HR confirming that the student's employment has been approved after receiving the email confirmation from the College Financial Aid Office. Please allow at least ten business days for HR to process the employment documents.

11) The student must also complete IT security training within 30 days and annually thereafter if they have a LAN account.

12) The supervisor may submit a 105-45 at www.nvcc.edu/forms if the student needs access to AIS, SIS, a phone, etc.

Summary of the Hiring Process



V. WORK-STUDY EMPLOYMENT FORMS

The Work-Study Employment Packet is available from the Financial Aid Office and it contains the following forms:

_____Work-Study Agreement (NVCC Form 125-175)
_____Employment Eligibility Verification Form I-9 (completed by the student and Campus WS Coordinator)
_____Acceptable documentation for the I-9 form as noted on page 2 of the I-9 form.
_____Federal Income Tax Withholding Form W-4.
_____State Income Tax Withholding (Form VA-4 for Virginia).
_____Personnel Information Form (NVCC Form 105-077).
_____Summary of the Policy on Alcohol and Other Drugs (NVCC Form 105-141).
_____Child Support Enforcement (NVCC Form 105-117).
_____Workplace Harassment DHRM Policy (NVCC Form 105-049).
_____Employee Direct Deposit Authorization (NVCC Form 105-027).
_____Voided check or documentation from bank verifying routing number and account number.
_____Background Check Notification and Release (NVCC Form 105-098).
_____Information Technology Acceptable Use Agreement (NVCC Form 105-078).
_____Information Technology Employee Ethics Agreement (NVCC Form 105-011).
_____Best Practices for IT Security at NOVA/Security Awareness Agreement.
_____FERPA Non-Disclosure Agreement for Work-Study Students.
_____Work-Study Student Rights and Responsibilities Form.
_____VCCS Employment Certification and Notice of Part-Time Hours Form.

A background check must be completed by Human Resources before a student can begin work in accordance with DHRM Policy 2.10 and the Code of Virginia 2.2-1201.1.

All students who have not participated in the work-study program within the last 12 months must complete the entire work-study employment packet.

Students who have worked as a work-study student within the last 12 months just need to complete the work-study agreement (NVCC Form 125-175). However, if there has been more than a 30-day break in their employment then a new I-9 form must also be completed. Also, if their tax withholding or direct deposit information has changed then students must also complete new payroll forms (i.e. W4, VA-4, and Direct Deposit Authorization Form 105-027).

Many of the forms are fillable PDF's and can be completed on a computer and then printed to submit to the Campus Work-Study Coordinator.

Once the supervisor completes Section B of the Work-Study Agreement, the student should submit all of the employment forms to the Campus Work-Study Coordinator along with their original documentation that verifies their eligibility to work (as indicated on the page 2 of the I-9 form) and a voided check for the Direct Deposit Form. The Campus Work-Study Coordinator will complete the I-9 form with the student, review the employment packet and forward the documents to the College Work-Study Coordinator.

Please submit the employment forms in the order they are listed on the employment packet checklist to the Campus Work-Study Coordinator.

VI. RESPONSIBILITIES OF A WORK-STUDY STUDENT

Policies contained on the Work-Study Student Rights and Responsibilities Form:

As a work-study student, I understand and agree that:

_____I have read the entire Work-Study Handbook posted on the work-study website and the addendum to my Work-Study Agreement (NVCC Form 125-175) and I agree to abide by all work-study program policies.

_____My work-study award must be earned by working. It is not a grant. I can only be paid for hours that I have worked, and I understand that my award is to be earned throughout the award period. Even to make up hours from previous weeks, I am not allowed to work more than *20 hours per week*.

_____I will notify my supervisor and stop working immediately if my enrollment at NOVA drops below 6 required credits for any reason (including dropping or withdrawing from classes or deciding to audit a course). I understand that I must be enrolled in at least 6 required credits to participate in the work-study program, and I will stop working on the day my enrollment falls below 6 credits.

_____The amount of my work-study award that was offered is the maximum amount that I can earn during the period of the award. I will not work in excess of my award. I will also not work before or after my eligibility ends.

_____**I must stop working on or before the last day of final exams of the semester I was approved to work**.
The only exception to this policy is if I was approved for a Fall and Spring work-study award. In this case I may continue working after the fall semester ends ONLY if:

- I am registered for at least 6 eligible credits for the upcoming spring semester,
- I continue to meet the Satisfactory Academic Progress requirements after fall semester grades post,
- I have a fall/spring work-study award posted on myNOVA, and
- My supervisor received confirmation from the College Work-Study Coordinator indicating that I was approved for a Fall and Spring work-study award.

_____I will immediately stop working if any of the following situations occur:

- If my enrollment drops below 6 eligible credits during the semester I was approved to work (enrollment in Summer 1 and Summer 2 must equal at least 6 eligible credits for summer work-study).
- If I fail to meet the Satisfactory Academic Progress (SAP) requirements.
- If I have earned my full work-study award listed on myNOVA for the applicable semester.
- If I am notified by my supervisor or the Financial Aid Office that I must stop working.
- On the last day of final exams of the semester I was approved to work (with the exception of fall/spring work-study students who meet the meet the requirements listed in the section above).

_____I will not earn more than the fall portion of my work-study award during the fall semester. However, I understand that any unearned portion of my fall semester work-study award and my spring semester work-study award can be earned during the spring semester. A new summer work-study agreement must be approved in order to work during the summer semester.

_____I can select only work-study jobs listed on the NOVA work-study website.

_____I will dress appropriately for work at my job site and act in a manner that reflects positively on my employer and NOVA.

_____I will always notify my supervisor before I'm scheduled to work hours if I will be late or if I cannot report to work as scheduled. Repeated tardiness or failure to show up to work as scheduled may result in termination.

___If I am approved for summer work-study, I will not earn more than my Summer 1 work-study award before the end of June. However, any remaining portion of a Summer 1 work-study award and the Summer 2 work-study award can be earned in July through the last day of the summer work-study program.

_____ If I do not use my full fall/spring work-study award by the end of the spring semester, or if I do not earn my full summer work-study award by the end of the summer work-study program, any unearned portion will be cancelled; it cannot be earned later and it will not be converted to another type of financial aid.

_____During my interview with my prospective work-study supervisor, I will ask questions about job duties, responsibilities, and expectations. I will also discuss my availability and any other relevant matters or other commitments that could influence my job performance or my ability to work a particular schedule that may be agreed upon by me and the prospective work-study supervisor.

_____I understand that I am not allowed to work while I am scheduled to be in class, nor am I allowed to study while on the job, use my cell phone, or any social media.

_____I understand that once I have accepted a work-study job I am expected to remain at this job site for the duration of my work-study agreement. Reassignment to another position before the work-study agreement has ended will be considered only in extenuating circumstances and approval will be at the discretion of the Financial Aid Office.

_____I will not have any other paid position at NOVA while participating in the work-study program. I also understand that I can have only one work-study job at any given time.

_____Hourly rates are indicated on the Work-Study Agreement. Work-study students who work with our non-profit partners are paid a higher hourly rate. All pay adjustments are done only at the beginning of the Fall semester after at least two full semesters of work-study employment.

_____I understand that I must submit my time and it must be approved by my supervisor in HCM by the date due in payroll as indicated on the Payroll Working Calendar. If my time is submitted or approved after the date it is due in payroll, it is considered late; and I will not be paid until the pay date for the following pay period.

_____Timesheets that are filled out incorrectly will not be processed and will be returned to the work-study student. The work-study student must then resubmit the timesheet; this may delay the receipt of payment for the period.

_____Intentional falsification of timesheets will be reported for disciplinary action and may result in termination of employment and suspension from NOVA.

_____I will regularly check my NOVA student email account since this will be the primary method of communication used to convery important information about the work-study program.

_____Work-study earnings are taxable income. At the end of the calendar year, I will receive a W2 from NOVA. It will show the amount of my earnings and the amount of federal, state, and local taxes withheld, if any. This information will also be sent to the federal, state, and local taxing agencies. If I am required to file a tax return, I must include these earnings.

_____If a problem develops on the job, the first point of contact should be my supervisor. If the problem cannot be resolved, I should contact the Campus Work-Study Coordinator.

Additional policies and expectations for work-study students:

1) **Work-Study employment:** Work-Study (WS) is a job that should be approached with good work habits. WS employment provides work experience that can assist a student in future job searches.
   - Establish a work schedule and always be on the job when scheduled; if you must be absent, seek approval *prior* to being absent. If you cannot be on the job as scheduled, call your supervisor directly.
   - Dress appropriately for the position.
   - Use appropriate behavior and language on the job.
   - Do not expect to study while on the job. If you need extra time for study, ask your supervisor to be excused. Study hours are not to be recorded on your time sheets.
   - College equipment and all college resources are for college business only and not for personal use.
   - You will not work when the college is officially closed. Any exceptions to this policy must be pre-approved by your supervisor in writing.
   - The earliest potential start date is usually the beginning of the pay period before classes start if you have been approved to work by the College Financial Aid Office and HR by that time. You will be informed of the last date you can potentially work (if you have not already earned your full work-study award for the semester). It is typically on or shortly before the last day of final exams for the semester. The only exception to this rule is for students who were approved for a Fall & Spring work-study award (as shown on myNOVA); these students may continue working after the fall semester ends if they are registered for at least six required credits for the following spring semester and they continue to meet the SAP requirements after fall grades post.

2) **Your work schedule:** You must NOT work more hours than authorized based on your specific award. WS awards will vary depending on the student's unmet need, the length of the individual award period, and remaining WS funds.

You and your supervisor will be informed of the total number of hours that you can work during the semester based on your award and your hourly rate when your employment is confirmed by the College Work-Study Coordinator. You can then just divide this total number of hours by the number of weeks remaining in the semester. For example, if you are approved for a $3,000 work-study award for the fall semester and you make $17 per hour this would allow you to work up to 176 hours during the fall semester. If there are 15 weeks left in the fall semester (if you start at the beginning of the semester) this would allow you to work an average of about 11 hours per week.

You may NOT earn more than the fall portion of your fall/spring work-study award during the fall semester. Any unearned portion of the fall/spring work-study award can be earned in the spring semester if the student remains eligible for work-study.

3) **Confidentiality:** Your work-study job may expose you to confidential college and student records. Confidentiality must be maintained. Breaches of confidentiality and/or any act of dishonesty may result in legal liability and your dismissal from the work-study program and possibly from NOVA.

4) **Technology:** Each student must sign an Information Technology Employment Agreement and undergo a background check. Unapproved use of equipment and college databases is grounds for dismissal and possibly prosecution.

5) **Work-Study Time Sheets:** Work-study students are paid every two weeks by direct deposit as indicated on the Payroll Working Calendar (Frequency 41). Students should submit their timesheet in the HCM system at the end of each day they work. Instructions for submitting timesheets are available here. Students must also ensure that their supervisor approves their timesheet by 5pm on the date it is due in payroll according to the Payroll Working Calendar to be paid on time. Timesheets that are approved late will not be paid until the next pay date. Please note that pay dates are 2-3 weeks after the end of the pay period for which time is submitted. Each submission of a timesheet constitutes a statement of the exact number of hours you worked. All work-study employees must participate in direct deposit/electronic funds transfer as a condition of employment. Therefore, you must have either a savings or checking account to be paid by direct deposit.

6) **Payment for work:** Payroll information is included in the hiring packet. You can obtain any missing forms by contacting your Campus Work-Study Coordinator. Hourly rate information is provided on the Work-Study Agreement. Students who work with the non-profit partners earn a higher hourly rate. All pay adjustments are done only in the Fall semester after at least two full semesters of work-study employment.

7) **Length of Commitment:** If you accept a WS position, the expectation is that you will work the entire term. A full year is preferred; it takes time to train a worker. You may voluntarily resign from your position at any time, but you are asked to provide your department at least a two-week notice. If you resign from your position for good cause, you will not be prevented from obtaining the same or another position at a later date if you remain eligible for work-study and if funding is available at that time.

8) **Returning WS Students:** WS students who are returning to NOVA and want to continue working in the same position a second year should let their supervisors know before the spring term has ended. A returning WS student who is not awarded WS and wants to again work should contact the Campus Work-Study Coordinator immediately. After an award has been made, the Work-Study Agreement (NVCC 125-175) needs to be completed with the supervisor (along with the rehire documents if there is more than a 30-day break in your employment). The forms must immediately be forwarded to the Campus WS Coordinator and approved by the College Financial Aid Office and HR before you can resume working. Students and supervisors will be notified by the College Work-Study Coordinator if the student is approved to resume working and the date the student may resume working.

Work-study students are vital to the operation of the College. Students must fulfill the responsibilities of their assignments. If WS students do not report to work when scheduled, pre-approve absences with their supervisors, or satisfactorily fulfill the requirements of their positions, they can and should be dismissed.

By accepting a position, work-study students agree to **abide by all the work-study program policies listed on the Work-Study Agreement, the Work-Study Student Rights & Responsibilities form, the work-study website, and contained in this Work-Study Handbook.**

VII. SUPERVISOR RESPONSIBILITIES

A supervisor's participation in the WS program is vital for making the program a success. When a supervisor accepts a WS student, the supervisor is accepting the responsibility for following federal and institutional guidelines regarding supervision and training of students as noted in this handbook.

The supervisor must understand that some students need to work in order to meet educational and living expenses while others wish to work because they feel the experience can be a valuable part of their education. The skills students obtain from working complement their academic performance and communicate to future employers their ability to succeed in a professional setting.

All supervisors must:

- Review the Work-Study Supervisor Training Presentation on the work-study website under "Work-Study Supervisors".
- Abide by all policies listed on the second page of the Work-Study Agreement (NVCC Form 125-175) and the policies contained in this Work-Study Handbook. The College Work-Study Coordinator may periodically send out updates throughout the year.
- *Keep track of your work-study student's earnings!* It is recommended that you keep a spreadsheet of all the hours that you approve to ensure that a student does not earn more than their work-study award.
- **Supervisors may look up the hours they have approved in HCM under Manager Home > Manage Time > View Time > Payable Time Detail > enter the 7-digit Employee ID > click Get Employees and adjust the date range. The data can be copied and pasted into Excel to sum up the total number of hours approved.**
- Enter job description(s) on the Job-X Student Employment website to recruit students who have not previously worked as work-study students in your office. The Job ID from the Job-X position description must be included in Section B of the Work-Study Agreement. If you are rehiring a former work-study student enter the Job ID from the original job description that was posted on Job-X to recruit the student.
- Interview work-study student applicants and determine who you would like to hire before funding is exhausted for the semester.
- Request to hire a work-study student through the Job-X Student Employment website to close the opening once you have decided who you would like to hire. Instructions for posting the job description and for hiring students through the Job-X website are available in the Employer User Guide accessible on the Job-X homepage for supervisors, https://nvcc.studentemployment.ngwebsolutions.com/Cmx_Content.aspx?cpId=11.
- Complete Section B of the Work-Study Agreement (NVCC 125-175) and have the student submit the Work-Study Agreement along with all other hiring paperwork to the Campus Work-Study Coordinator. Students who have not participated in the work-study program within the last 12 months will have to complete the entire work-study employment packet. The Campus Work-Study Coordinator will complete the I-9 form with the student. If there has been more than a 30-day break in the student's employment and the student is being rehired then the rehire documents need to be submitted.
- Ensure that the work-study student has sufficient work to allow for productive use of the assigned work hours. Students are not permitted to take work home and must not do anything non-work related while on the job.
- Do not allow students to start working before they are eligible to begin working or allow them to continue working after they are no longer eligible to work as indicated on the Work-Study Agreement (NVCC Form 125-175).

- Remember that by federal regulation work-study students are NOT allowed to be replacements for permanent positions.
- Remember that student workers are students first. School must be the first priority, but students must not be paid to study.
- Treat all students fairly and not show favoritism among students; all student workers should receive equal work hours in relationship to their awards.
- Set up an acceptable working schedule with the work-study student and supervise the student during those hours, encouraging good work habits and steadily-increasing levels of responsibility.
- Must not under any circumstance allow a student to receive overtime pay from work-study employment, work more than 20 hours per week, or earn more than the work-study award they were offered for the semester.
- Must not allow students to begin work until all paperwork is submitted and approval is received from the College Work-Study Coordinator and HR.
- Must submit the IT Account Request Form (NVCC Form 105-45), if the student needs additional IT access.
- If a student is no longer working you must notify the Campus Work-Study Coordinator immediately and submit a 105-021 form to terminate the student so that work-study, HR, and IT records can be updated.
- Accurately monitor the number of hours each of your students work and approve timesheets for all your work-study students before 5pm the date they are due in Payroll as indicated on the Payroll Working Calendar (Frequency 41). If a supervisor repeatedly approves timesheets late and this causes work-study students to be paid late then the supervisor may no longer be allowed to participate in the work-study program. At the discretion of the College Financial Aid Office, current students can be reassigned to other departments and additional placements may not be made with the supervisor. Many students require work-study funds to cover basic living expenses so we must ensure that they are paid on time! Please add reminders to your calendar to approve work-study timesheets by the date due in payroll according to the Payroll Working Calendar (Frequency 41).
- If timesheets are approved in HCM after the current financial aid year has been closed out or if timesheets are approved in a later pay period after the student has lost work-study eligibility, then the wages from these late timesheets may be charged to the supervisor's department budget.
- Inform the student that an evaluation will be completed on his/her work performance. Supervisors should complete a performance evaluation with their work-study students at the end of each semester and retain this evaluation form for their own records. A copy should be given to the student as well. While the work-study student should be given feedback about their performance throughout the semester the performance evaluation provides the opportunity to formally review expectations, progress, and to contribute to the professional development of the student.
- Provide employees who work at least six consecutive hours with an unpaid lunch break of 30 minutes, unless shift coverage prevents such lunch breaks. Lunch breaks are not included in the count of hours worked per day. When employees are required to work during their lunch, that period shall be counted as time worked.
- Employees, at the supervisor's discretion, also may be granted a 10-15 minute break in the morning and in the afternoon outside of the 30-minute lunch break. The break period and the lunch period may not be used to compensate for late arrival or to permit early departure. Additionally, breaks may not be accumulated, nor may they be used to cover time off for other purposes.

Addressing Performance Issues:

Work-study supervisors are expected to address performance issues or conduct concerns with their work-study students by providing on-going coaching and constructive feedback to help their student workers become better employees. It is important to set clear expectations with work-study students beginning with the initial interview and to continually train them.

When problems arise, the work-study supervisor should address the issue with the employee and follow appropriate performance management protocol. If performance or conduct does not improve, most issues should be addressed with an initial verbal warning. When giving a verbal warning, the supervisor should explain the constructive purpose of the feedback to the student, discuss the specific behavior that was observed, provide suggestions for improvement, and agree on a solution.

If performance or conduct continues to be an issue after providing a work-study student with a verbal warning then the supervisor may provide a more formal written warning. When a written warning is given, the supervisor should provide a copy of the warning to the student and keep a copy for their records. A copy of the written warning must also be given to the Campus Work-Study Coordinator. The written warning form that may be used is available at https://nvcc.studentemployment.ngwebsolutions.com/cimages/Work-Study%20Student%20Written%20Warning.pdf. Supervisors may attach a letter to the form if they wish to provide more detail.

In nearly all cases, work-study students should be given at least one verbal warning and one written warning prior to the supervisor terminating the student or requesting that the student be reassigned to another department. Immediate termination or reassignment should be a rare occurrence and reserved for extreme situations. Supervisors may consult with the HR Employee Relations Team if they would like guidance on appropriately addressing employee behavior or performance. In those rare instances where extremely concerning behavior may justify immediate termination or reassignment, work-study supervisors must consult with HR before proceeding with termination or requesting that the employee be reassigned. Supervisors may contact the HR Employee Relations Team at employeerelations@nvcc.edu or (703) 323-3110 (option 4). When proper protocol is followed and students are given at least one verbal warning and one written warning before proceeding with termination, then the Employee Relations Team does not need to be involved. The supervisor will still need to submit a 105-021 form at https://eforms.nvcc.edu/formslibrary/105-021/ and notify the Campus Work-Study Coordinator immediately. Once notified of the separation, the WS Coordinator will determine if the student is eligible to work in another department.

Please note that if a student is terminated or reassigned there is no guarantee that the position will be filled due to budgetary constraints, student eligibility, etc. However, as stated above, students should not be terminated for performance or behavior concerns without first following appropriate performance management protocol and giving them the opportunity to improve.

Supervisors Must Submit the 105-021 Form to Terminate Students When They Stop Working for Any Reason.

It will be the work-study supervisor's responsibility to submit the 105-021 Form on behalf of a work-study student to terminate the student whenever the student stops working with the supervisor for any reason. This includes when students lose eligibility for work-study during a semester and are notified to stop working, at the end of a semester when students have not been approved to work during the upcoming semester, when students resign or stop showing up for work, or if a supervisor decides to terminate a student after following the appropriate performance management protocol outlined in the section above.

The only reason a 105-021 form should not be immediately submitted when a student stops working is if the supervisor has confirmed that the student will be accepting another assignment at NOVA or will regain eligibility to resume working by the beginning of the next pay period. In such cases, the supervisor must notify the College Work-Study Coordinator at jcyoung@nvcc.edu to explain why the 105-021 form is not being submitted. If the supervisor is not sure if the student will accept another position at NOVA or if the student will regain work-study eligibility before the beginning of the next pay period (i.e. re-enrolling in at least six required credits or having a SAP appeal approved), then the supervisor must submit the 105-021 form to terminate the student.

When the supervisor opens the 105-021 form, the student's EMPL ID or email address must be entered in the first field at the top of the form. Additional information for the student should populate automatically when you tab over to the next field. Supervisors should select "Work Study" for the "Current Employment Status" and fill in the remaining fields that did not automatically populate. Once the form is submitted, an automatic email will be sent to the supervisor to accept the form. Once the supervisor accepts the form, notifications will be sent to HR, IT, Payroll, Procurement, and the College Work-Study Coordinator so that all system access can be deactivated and the student's final pay can be processed.

Please note that at the bottom of the 105-021 form it will indicate that a 105-022 (Check-Out Sheet for Termination of Employment) must be submitted. Please disregard this part of the form. HR has confirmed that the Check-Out Sheet (105-022 form) is not required for work-study students.

When work-study students are terminated with a 105-021 form, a new Work-Study Agreement (125-175 form) must be

submitted to rehire the student and the supervisor must wait until he or she receives confirmation from HR that the rehire has been approved before the student resumes working.

By always submitting a 105-021 form when a work-study student stops working, it will help the college stay in compliance and it will immediately remove access to NOVA's IT systems when someone no longer works at the college. Due to the importance of terminating students who are no longer working, the Financial Aid Office may not be able to place additional work-study students with supervisors who do not adhere to this policy.

Converting Work-Study Students to Student-Hires or to P-14's and Vice Versa

Supervisors who wish to convert a student participating in the Federal, NVCC, or International Work-Study programs to a student-hire or to a P-14 will complete the 125-300 form and submit it to their Campus Work-Study Coordinator. The Campus Work-Study Coordinator will forward the form to the College Work-Study Coordinator, who will update the college's work-study records and then send the form to the HRA-Inbox in Perceptive Content to be processed by HR.

An overview of each type of Work-Study/Student-Hire/P-14 conversion is provided below.

How to convert a work-study student to a student-hire:

1) The supervisor submits the 125-300 form to their Campus Work-Study Coordinator.
2) The Campus Work-Study Coordinator forwards the 125-300 form to the College Work-Study Coordinator.
3) The College Work-Study Coordinator updates the work-study records and sends the form to the HRA-Inbox in Perceptive Content to be processed by HR.

Note that student-hires must be enrolled in at least 6 credits while working as a student-hire and they are limited to a maximum of 20 hours per week.

How to convert a student-hire back to a work-study student:

1) The supervisor submits a new Work-Study Agreement (form 125-175) to their Campus Work-Study Coordinator.
2) The Campus Work-Study Coordinator forwards the 125-175 form to College Work-Study Coordinator.
3) The College Work-Study Coordinator updates the work-study records, posts the work-study award, and submits the form to the HRA-Inbox in Perceptive Content to be processed by HR.

How to convert a work-study student to a P-14:

1) The supervisor submits the 125-300 form to their Campus Work-Study Coordinator to request either a temporary or permanent conversion to a P-14.
2) The Campus Work-Study Coordinator forwards the 125-300 form to the College Work-Study Coordinator.
3) The College Work-Study Coordinator updates the work-study records and sends the form to the HRA-Inbox in Perceptive Content to be processed by HR.
4) If the supervisor wishes to convert the work-study student to a P-14 on a permanent basis (as opposed to just a temporary basis due to less than half-time enrollment for the summer semester) then the supervisor will also need to complete an EWP in NATS and a competitive search will need to be performed. The supervisor should work with their HR Business Partner to complete this process. Temporarily converting a work-study student to a P-14 just for the summer does not require an EWP in NATS nor a competitive search.

How to convert a P-14 back to a work-study student:

1) The supervisor submits a new Work-Study Agreement (form 125-175) to their Campus Work-Study Coordinator.
2) The Campus Work-Study Coordinator forwards the 125-175 form to the College Work-Study Coordinator.
3) The College Work-Study Coordinator updates the work-study records, posts the work-study award, and submits the125-175 form to the HRA-Inbox in Perceptive Content to be processed by HR.

VIII. CAMPUS WORK-STUDY COORDINATOR RESPONSIBILITIES

Each NOVA campus has one or two individuals in the Campus Financial Aid Office designated to assist students and supervisors with the work-study process. The responsibilities of these Campus Work-Study Coordinators are as follows:

- Serve as the primary contact for students and supervisors to answer work-study questions.
- Encourage, educate, and assist work-study supervisors with respect to the work-study program.
- Advertise the work-study program and help recruit work-study students.
- Monitor available jobs on their campus; notify the College Work-Study Coordinator when a job is no longer available.
- Disseminate work-study information throughout the year to supervisors and students.
- Keep track of the current status of all work-study students on their campus.
- Review work-study eligibility and request work-study awards for eligible students.
- Assist students with completing the work-study employment paperwork.
- Assist supervisors with using the Job-X website to hire new work-study students.
- Collect and review all work-study employment documents from students and supervisors.

Campus Work-Study Coordinators are located in the Campus Financial Aid Office. Their contact information is provided at https://www.nvcc.edu/admissions/financialaid/types-of-aid/workstudy.html.

COLLEGE FINANCIAL AID OFFICE WORK-STUDY COORDINATOR RESPONSIBILITIES

The College Financial Aid Office (CFAO) has one individual designated as the College Work-Study Coordinator for Federal Work-Study, NVCC Work-Study, and International Work-Study.

Contact Information: Clint Young, jcyoung@nvcc.edu, 3924 Pender Drive, Fairfax, VA 22030

The College Work-Study Coordinator's role is to:

- Ensure that the program is in compliance with federal and institutional regulations.
- Develop and implement work-study policies and procedures.
- Send work-study information to students and Campus Work-Study Coordinators to disseminate to supervisors.
- Provide training to Campus Work-Study Coordinators and supervisors as necessary.
- Manage and reconcile the college-wide work-study program budgets to include reviewing bi-weekly payroll reports and resolving any errors. Submit the 105-180 form to the Controller's Office to make any necessary corrections in AIS.
- Consult with HR and the Payroll Office to verify that budget codes are correctly listed.
- Serve as the primary point of contact for HR, Payroll, and the Controller's Office in respect to the work-study program and work with these offices to resolve any issues that may arise.
- Update work-study awards in PeopleSoft to match actual earnings for each student before awards are disbursed.
- Verify student eligibility and certify all work-study awards.
- Review Work-Study Agreements and employment documents before sending them to HR.
- Notify students, supervisors, and Campus Work-Study Coordinators if and when a student's Work-Study Agreement is approved by the College Financial Aid Office and when students become ineligible to continue working.
- Coordinate the America Reads Tutoring Program and off-campus employment opportunities with non-profit partners.
- Serve as the Campus Work-Study Coordinator for College Staff.
- Manage the Job-X Student Employment website to include approving log-in requests for supervisors, approving job postings, and monitoring available jobs.
- Update the work-study website and work-study forms as necessary.
- Keep a running total of the work-study earnings for each student and all awards to ensure that NOVA's federal allocation for FWS and institutional allocation for NVCC/International Work-Study are appropriately spent.

Off-Campus FWS Jobs

All off-campus work-study is handled by the College Work-Study Coordinator. When funds are available, off-site non-profit organizations may be solicited to participate in written contract agreements for Community Service WS positions. Some jobs on campus qualify as community service because their role is to serve the wider community, not just NOVA students and staff. Off-campus community service jobs are with local non-profit, governmental and community-based organizations that are designed to improve the quality of life for residents of our community. As with campus jobs, a job description must be on file for all community service agency work-study positions.

America Reads Tutoring Program

NOVA participates in the America Reads Program, a community service project that matches WS students with elementary school children. The goal is to assist elementary school-aged children to read independently. Tutoring is an excellent opportunity, especially for NOVA students who are considering teacher education as a career.

Any student interested in a community service position can notify the College Work-Study Coordinator by emailing jcyoung@nvcc.edu or by contacting their Campus Work-Study Coordinator.

Termination from Work by College Financial Aid Office

The Financial Aid Office may terminate a work-study student at any time if the student no longer meets work-study requirements. Examples of changes in eligibility are:

- Student's failure to meet Satisfactory Academic Progress (SAP) standards
- A change in student's enrollment status/cost of attendance
- Additional aid received by the student, which reduces need and makes the student ineligible for the Federal Work-Study program
- Incomplete paperwork
- Student is working too many hours for the award
- FAFSA change that reduces need and eliminates work-study eligibility

NOVA's Statement of Non-Discrimination

The Office of Equal Employment Opportunity is responsible for the maintenance and advancement of equal opportunity in employment programs, activities and services without regard to race, sex (including pregnancy), color, national origin, religion, sexual orientation, gender identity, age, political affiliation, family medical history or genetic information, disability, or veteran status or any other basis protected by law.

The College is committed to the values of access, opportunity and excellence, believing firmly that such values lead to a rich diversity of thought and culture and an inclusive environment which celebrates, and not merely tolerates, the commonalities and differences within its community. NOVA is in compliance with Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap and provides for equal participation by handicapped students in any financial aid program for which they are otherwise eligible. All six campuses are accessible to handicapped students. Those students requiring special services or accommodations should contact their campus Disability Services Team six weeks prior to the beginning of classes.